



SAFETY

Bio-Terrorism Prevention Policy

POLICY Number: D-003

6 February 2013

1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54.
2. **PURPOSE:** To establish a formal Bio-Terrorism Prevention Policy.
3. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service (SCS).
4. **POLICY:** It is the Director's policy that State Civil Service strive to provide its employees with as safe and as healthy a working environment as possible. Employee safety is a legal and a moral obligation and is a priority for this agency. This policy is specifically directed to those safety and health concerns of employees while handling mail and packages.
5. **PROCEDURES**
 - A. **ALERTNESS – MAIL AND PACKAGE**

Employees should be alert to mail and packages with the following characteristics:

 1. Unusual or different in appearance from mail normally received by an individual recipient,
 2. Addressed to former employees, or containing inaccurate or incorrect address or information.
 3. Sizes not customarily received.
 4. Postage without stamps.
 5. Leaking, stained, or emitting a strange or unusual odor.
 6. Having a powdery residue.
 7. Having a handwritten address, or a missing or illegible return address, especially if it contains an out-of-state postmark.
 8. Having a city or state postmark that is different from the return address.
 9. Having no return address or an unidentifiable return address.
 - B. **ACTIONS TAKEN – SUSPICIOUS MAIL OR PACKAGES**

Employees should take the following actions if suspicious mail or packages arrive:

1. Do not open.
2. Notify immediate supervisor. Immediate supervisor will contact the SCS Deputy Director who will contact the local law enforcement agency.
3. Contain the letter or package. Options include placing the envelope in a plastic ziplock type bag (triple bag), steel can; poly containment vessels, or simply cover with available material.
4. Evacuate and seal off the immediate area.
5. Wash hands with soap and water.
6. The SCS Deputy Director will determine the need to contact the Louisiana State Police (LSP) and the Emergency Operations Center.
7. The SCS Deputy Director will notify building maintenance office to turn off HVAC blowers.

C. ACTIONS TAKEN – THREATING MESSAGES

Employees should take the following actions if mail or packages are received marked with threatening messages:

1. Notify immediate supervisor who will notify the SCS Deputy Director.
2. Do not touch, open, or disturb mail or package.
3. Evaluate and take appropriate precautions such as isolating the mail or package.
4. Restrict access or handling of the suspicious mail or package until emergency or investigative personnel arrive.
5. The SCS Deputy Director will determine the need to contact emergency personnel.

D. PROTECTIVE GUIDELINES:

Employees should follow these protective guidelines for personnel handling mail or packages:

1. If requested, the department shall provide mail and package handlers with latex gloves and protective face or eye wear that protects the exposed areas of the body from foreign material. In most cases, latex gloves and long-sleeved garments are sufficient, especially for personnel not actually opening the mail.
2. Upon request of the division chief, the Services Division will provide protective equipment (to include gloves, eye protection, containment materials, etc.) to affected employees. The division chief shall submit all such requests in writing to the SCS Deputy Director.

E. EXPOSURE OR CONTAMINATION BY ANTHRAX

Employees should follow these procedures when possible exposure or contamination by Anthrax exists

1. Employees' responsibilities:

- a) Remain calm.

- b) Contact immediate supervisor.
- c) Thoroughly wash hands with soap and water.
- d) Do not clean or brush clothes.
- e) If possible, carefully remove contaminated clothing, jewelry, etc., unless doing so would add to contamination—and place into appropriate sealable plastic bags.
- f) DO NOT attempt to clean or collect powder.
- g) Upon release by appropriate authorities, shower with soap and water at home as soon as possible.
- h) Change into fresh clothing.
- i) Seek medical attention from family physician or nearest available health care provider.

2. Supervisors' responsibilities:

- a) Evacuate immediate area, as appropriate.
- b) Notify the SCS Deputy Director who will immediately notify appropriate law enforcement or emergency operations personnel.
- c) Isolate contaminated individuals from other employees; however, do not have the contaminated individual(s) leave the premises until they have been released by appropriate emergency response personnel.
- d) Isolate suspicious mail and packages and restrict access to the affected area.
- e) Make a list of all persons directly affected and all persons in the immediate area of the exposure

F. ADDITIONAL ANTHRAX INFORMATION

Anthrax organisms can cause skin infection, gastrointestinal infection, or pulmonary infection. To cause these infections, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosol mist. All forms of the disease are generally treatable with antibiotics.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is very difficult to do and requires a great deal of skill and specialized equipment. If the small particles are inhaled, life-threatening infection can occur. Prompt recognition and treatment are effective.

Anthrax cannot be aerosolized out of an envelope or package containing powder. The same facts and conditions apply for most other bacteria likely to be used as biological weapons.

6. EXCEPTIONS:

The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

s/Shannon S. Templet
Director